

## **Safety and Risk Management Committee Meeting Minutes April 2007**

**Present:** Tommie Murray, Evette Santamore, Donna Delphia, Cindy Bronson, Patricia Kennedy, Debbie Bard, Steve Barden, Fran Levine, Mike Kuhn

**Absent:** Tom Simpatico, Gwen Lipsey, Mike Ryan, Jamie Lord

**Guests:** None

**New Members:** D. Bard and M. Kuhn: Welcome!

- Fire Safety RACE/PASS survey findings
- Corrective Action Plans
- Safety review: Hand Hygiene Findings
- Safety officer reports
- Next meeting and homework

### **Fire Safety Survey Corrective Actions (from March Meeting)**

1. Corrections have been made with the exception of some signage fire extinguishers and the yearly check of fire extinguishers.
  - a. Action: Nurse Coordinators to contact BGS for signs
  - b. Action: Mike Kuhn to check on yearly reviews
  - c. Action: Canteen and Kitchen extinguishers will be added to Safety Checklist for Nutrition service. Donna to contact Tommie to create.
2. Fire Drills: VSH meets standard of Fire Drills quarterly. Discussion as to whether a hospital-wide drill including Waterbury officials is needed.
  - a. Action: T. Murray to discuss with A. Weidman
3. RACE/PASS survey:
  - a. Results: Results demonstrated staff knowledge deficits in what to do in case of Fire. Safety Officers provided education to all staff participating in the survey. Having an easy reference may be helpful.
  - b. Action: T. Murray to obtain plastic cards with emergency information printed on the card. The cards will be able to be added to lanyard with ID Badge.

### **Safety Officer Reports**

1. Deb Bard expressed her concerns about the tunnels and when construction is going on the workers tend to leave nails and other items left behind that could be a risk factor.
  - a. Action: Anyone seeing a potentially unsafe situation should:
    - i. Notify Supervisor/BGS immediately if the risk is high
    - ii. File an Event Report for all others to provide BGS specific information. With specific information, BGS can identify the right group to educate,

2. Discussion about the grills and using charcoal for patient barbeques. Everyone agreed the barbeques should be continued, and a standardized practice regarding care of the grill needs to be created to assure safety in the patient outdoor space.
  - a. Action: Deb Bard will work with Mike Kuhn to identify options, reporting back next month.
3. Glass in the canteen is cracked.
  - a. Action: BGS will replace glass.

#### Topic of the Month: Hand Hygiene:

1. Anne Milizia and Cindy Bronson performed an audit on all units. (See survey). Results were excellent. An incidental notation was that the Units have multiple types of gloves, including latex gloves. After discussion regarding potential for latex allergies, it was agreed to only have 2 types of gloves on the units: One for PPE and one for Food Service.
  - a. Action: Myra Perry will replace all gloves on unit.
2. Safety Officer Survey: Hand Hygiene
  - a. Action: Each Safety Officer was provided a tool to review staff to see if they used hand hygiene at the appropriate times, and to educate staff where non-compliance is noted. (See tool). Results of survey to be sent to T. Murray.

#### Mock Survey

1. The Hospital will have a "Mock Survey" performed in May. This survey is at our request to identify any areas requiring action to allow consideration for re-certification. The surveyors are JCAHO certified surveyors, and will be escorted by staff from the Quality Dept. The survey provides an opportunity to ask any question you might have. All information is for quality improvement only, and is for hospital use.
  - a. Action: More information to follow at May meeting. All Committee members to think about questions they might find important to ask the surveyors.